

ATTACHMENT  
CIRCULAR NO. A-44  
REVISED

Management Review and Improvement Program

Annual Management Report

1. Purpose of the report. The annual management report is designed to serve three purposes:

a. Promote an annual assessment by the departments and agencies of their management review and improvement program;

b. Assist the Office of Management and Budget in assessing department and agency progress and responsiveness in implementing the management review and improvement program; and

c. Consolidate interagency management review and improvement reporting requirements.

2. Number of copies. Each department and agency will submit four copies to OMB.

3. Report transmittal. A brief covering transmittal which summarizes the impact of reported plans and accomplishments on achieving operating program objectives will be submitted with the annual management report.

4. Report sections. The annual management report is divided into eight sections as specified in the Exhibit:

- a. Management reviews (Section I);
- b. Priority improvement projects (Section II);
- c. Financial accomplishments and plans (Section III);
- d. Automatic data processing (ADP) improvements (Section IV);
- e. Management of Federal reports (Section V);
- f. Productivity improvements (Section VI);
- g. Cost reductions (Section VII); and
- h. Nominees for Presidential Management Improvement Awards (Section VIII).

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5. Preparation guidelines. The following general guidelines will be applied in preparing the annual management report:

a. Limitations. Reportable data will be limited to review and improvement plans and accomplishments initiated by a department or agency through new or improved management actions. Externally imposed actions such as externally directed budget and personnel reductions or legislative changes are not reportable.

b. Data availability. If requested, departments and agencies will be prepared to provide to the Office of Management and Budget substantiating data for any information submitted in the annual management report. Departments and agencies are not required to maintain central files of substantiating data and are encouraged to retain such data at the originating level.

c. Validation. Departments and agencies will assure that an independent evaluation has been made of the reasonableness and validity of reported accomplishments. This independent evaluation must:

(1) Be made by an organization other than the organization responsible for the accomplishment; and

(2) Provide through sampling, or other appropriate technique, an acceptable level of confidence that the accomplishment actually took place and is valid as reported.

d. Idea interchange. Departments and agencies will highlight improvements in any Section of the report that may have applicability for other departments and agencies.